

## INSTRUCTIONS FOR ENTRY

### BASE BID WORKSHEET

Select the base bid worksheet and **enter into all cells that are highlighted in orange**. The cells highlighted in grey will automatically total the work and tax rates provided. Ensure to enter the project tax rate on page 2.

Project Tax Rate	0.0%
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*Enter data in orange cells only			
		\$	5,000.00
ired	26	\$	130,000.00

### ALTERNATE BID WORKSHEET

If there is an alternate bid worksheet below, repeat the same steps as in the Base Bid with the different equipment specified. An example of an alternate bid would be through wall DHP's vs. Split System DHPs. Labor and Materials will be different; therefore, pricing for each scope needs to be provided.

### EQUIPMENT AND SIGNATURE WORKSHEET

This is where you will enter manufacturer and model information for each product specified. The equipment for both the base bid and any alternates will be listed here. You are only entering information into the orange cells. If there is not enough room in the line you can decrease the font size. Typed names will be accepted as signature.

Provide the manufacturer and model numbers for equipment below.

Split System DHP	
Wireless DHP Thermostat	
Ducted ERV 1 BR	

### TURNING IN YOUR BID

You will turn in this completed work book, with your equipment and signature page. If you would like to manually print this workbook and complete, you can do this as well. This has been presented as a tool to provide quality control checks for pricing on a project and per unit basis.

### QUESTIONS

If there are any questions or complications with this worksheet contact:

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